



**Public Works / Parks Safety Committee**  
**March 27, 2014**  
**Minutes**

Meeting called to order at 9:05 AM.

Present: Jeff Nieland, Adam Alix, Corey Gordon, Todd Drew, Sue Nett, Eric Whitman, Mark Radtke, Randy Losselyong, Vince Maas, Sue Nett  
Absent: Brian Tungate, Pamela Captain, Kevin Schmahl

Approval of February 25, 2014 meeting minutes - motion M. Radtke second R. Losselyong – motion passed

**B. Old Business**

1. **Work Zone Safety/ MPD Enforcement** – C. Gordon reported on the meeting with Menasha Utilities and Menasha Police Department regarding work zone safety issues in the coming work season. Gordon reported that the meeting was positive and that it was agreed that more communication and preplanning would be done along with an increase police presence.
2. **Cold Storage Mezzanine Capacity** – Corrections to be completed 3/27 Corrections were being completed per recommendations from McMahon Engineering. The mezzanine would be marked rated 40 lbs/square foot. Following the completion of work on the decks the stairs and railings would also be redone.
3. **MSDS Sheets- update** - T. Drew reported that the computer based MSDS system was up and running and accessible to employees on the face page of the intranet. Drew requested that any problems be reported. Drew also stated that an inventory of chemicals would have to be made in the remote Parks areas so that books could be maintained in those areas. Drew also requested that future sheets be forwarded to Health Department office.

**C. New Business**

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate departments.

2. **Injury Review.** 1 Injury reported – employee was struck in the knee by a tire which had slipped and fallen. No loss time or medical attention required. Recommendation was to look into possible mechanical assist to support tires when being removed.
3. **Use of hi-vis t-shirts vs. vests** – T. Drew researched the use of T-shirts and found that the main issue is that the ANSI rating is only for up to 20 washes. The shirts are also polyester blend and are not considered cool or comfortable. The t-shirts do meet ANSI and their use would be at the discretion of the departments providing they are replaced when they surpass 20 washes.
4. **Employees wearing shorts** – T. Drew will check regarding a current policy interpretation. Issues to address include having to change if task changes, equity among employees, what tasks would allow shorts to be worn.
5. **Additional items for discussion** – T. Drew to revise the list of mandatory respirator use tasks – revised to include sandblasting as a mandatory use.

#### D. Training

1. **Annual Refresher Trainings** – T. Drew will try to incorporate the use of CVMIC elearning into this year's refreshers. Report back in April.
2. **Hearing Screening April 8, 2014** – sign up completed report to HD front entrance.
3. **Respirator Fit Testing** – T. Drew reported that half of the employees had been fit tested and the remaining employees would be tested on March 31 @ 7:00AM.
4. **Summer Help Training** – T. Drew will provide a link to summer help to complete training. A. Alix, J. Nieland and Vince Maas would have to determine how much summer help would be compensated for completing training materials.
5. **Other Training Issues** – V. Maas stated that Aerial Lift Rescue training was available and recommended. 2 Parks employees will be attending. J. Nieland stated that DPW would also send employee(s). Cost for the training is \$175.00/per. T. Drew will inquire with B. Rank – CVMIC regarding requirements.

Drew also reported that a 1 hour Excavation Safety Training would be held at the library on May6 @ 7:30am.

E. Motion to adjourn at 10:10 AM made by A. Alix and seconded by C. Gordon.